

Sample Budget Sheet

An application includes two sections: Part A and Part B. The following two samples serve as examples of how the budget forms in Part B might be filled out. They are for illustrative purposes only. This sample budget is based on a neighborhood applying for landscaping assistance.

PROJECT COSTS	Source	Notes and Explanation	Total
Plants (6 trees, 20 plants, 20 bushes for planting around new sign)			
	ABC Landscape Nursery	Quote (attached) for materials	\$500.00
Shovels, post diggers and tiller rental			
	Capital Town Rent-all	Quote from Capital (attached) for 3 day rental.	\$430.00
Labor Hours			
	10 Resident Volunteers	Each volunteer will be provide 2 hours	
		at a \$23.56 value per hour	
		10volunteers x 2 hours x 23.56	\$471.20
Refreshments for volunteers			
	My Grocery Store	Estimated Cost	\$50
		Total Project Cost =	\$1,451.20

How to determine your share of the project's cost:

Total project cost as illustrated above = \$1,451.20.

- For a 50/50 match, your group will need to provide \$725.60 of the total project cost.
 $(\$1,451.20 \times .5 = \$725.60)$
- For a 75/25 match, your group will need to provide \$362.80 of the total project cost.
 $(\$1,451.20 \times .25 = \$362.80)$

Proceed to the next page to show how you will provide your share of the project cost.

Sample Budget Sheet for matching resources to be provided by applicant

(This illustration is based on a 50/50 match)

MINIMUM TOTAL OF PROJECT COSTS TO BE MATCHED BY APPLICANTS = \$725.60

Resources	Calculations/Explanations	Total
<i>Volunteer Labor Hours</i> (10 volunteers have been recruited and will each give 2 hours of their time for a Neighborhood Work Day to clear debris and underbrush, till the soil and put all plantings in the ground)	10 volunteers x 2 Hours x \$23.56	\$471.20
Monetary Donations	Cash contribution from community = \$100	\$300.00
Others:	Capital Town Rent-All discounted \$30 off the total cost of rental (from \$460 to \$430, a savings of \$30)	\$30.00
Total contributions made by neighborhood =		\$801.20 **

**** The matching contributions from the neighborhood exceed the required matching amount of \$725.60. The neighborhood organization has successfully shown how it will match its share of the costs for the project.**